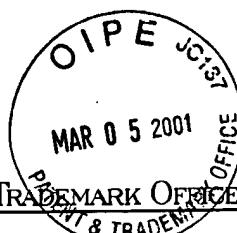


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UNITED STATES PATENT AND TRADEMARK OFFICE



COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/680,750	10/06/2000	Dan Matheson	4079.02USU1

Cochran & Collins LLP  
3555 Stanford Road  
Suite 230  
Fort Collins, CO 80525

**FORMALITIES LETTER**



\*OC000000005605209\*

Date Mailed: 12/07/2000

**NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION**

**FILED UNDER 37 CFR 1.53(b)**

***Filing Date Granted***

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 710 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).*
- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
  
- The balance due by applicant is \$ 840.

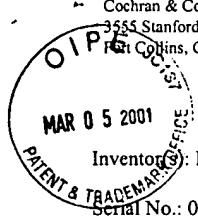
*A copy of this notice **MUST** be returned with the reply.*

*B Monroe*  
Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

03/08/2001	AG0101A	00000003	09680750	710.00	OP
				130.00	OP



~~Cochran & Collins LLP  
3555 Stanford Rd, Suite 230  
Fort Collins, CO 80525~~

Sector S

PATENT APPLICATION

DOCKET NO. COCR.02USU1

IN THE  
UNITED STATES PATENT AND TRADEMARK OFFICE

MAR 05 2001

Inventor(s): Dan Matheson  
Serial No.: 09/680,750

**Examiner:**

Group Art Unit: 2123

Filing Date: 10/06/2000

## Title: Collaboration session recording model

**ASSISTANT COMMISSIONER FOR PATENTS  
Washington, D.C. 20231**

TRANSMITTAL LETTER FOR SUBMITTAL OF MISSING PARTS FOR NONPROVISIONAL APPLICATION (LARGE ENTITY)

Sir:

This is in response to a Notice to File Missing Parts of Application under 37 CFR 1.53(d) mailed on December 7, 2000. Enclosed is a copy of said Notice and the following documents and fees to complete the filing requirements of the above-identified application.

(X) Executed Declaration and Power of Attorney. The above-identified application is the same application which the inventor executed by signing the enclosed declaration.

- (X) Statutory basic filing fee \$710    (X) Utility                ( ) Design            ( ) Provisional

( ) Additional claim fee of \$

(X) Missing Parts Surcharge \$130

(X) Petition for Extension of Time for reply to Notice of Missing Parts is attached.

(X) one month                (\$110)

( ) two months              (\$390)

( ) three months            (\$890)

( ) four months             (\$1390)

( ) five months             (\$1890)

(X) Attached is a check for \$ 950.00

At any time during the pendency of this application, please charge any additional fees required or credit any overpayment to Deposit Account 50-1491 pursuant to 37 CFR 1.25.

(X) A duplicate copy of this transmittal letter is enclosed.

I hereby certify that this correspondence is being deposited with the United States Postal Service as:

Respectfully submitted,

By John L. Hall

First Class Mail  
 "Express Mail Post Office to Addressee" service  
under 37 CFR 1.10  
"Express Mail" label no. \_\_\_\_\_

in an envelope addressed to:  
Assistant Commissioner for Patents  
Washington, DC 20231

facsimile to the U.S. Patent and Trademark Office to fax number (703) \_\_\_\_\_ on the date shown below.

Date of Deposit or Transmission: March 1, 2001

Typed Name: Karin Dyer  
Signature: 

(Rev. 5/15/96) HH:731567 v1

110.0

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